

Commonwealth of Virginia  
Department of Professional and Occupational Regulation  
Post Office Box 11066  
Richmond, Virginia 23230-1066  
(804) 367-2039  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)



Real Estate Appraiser Board

PRE-LICENSE COURSE APPLICATION

Fee \$135.00 per Course

A check or money order payable to the TREASURER OF VIRGINIA, or  
a completed credit card insert must be mailed with your application package.

APPLICATION FEES ARE NOT REFUNDABLE.

1. Name of Course Sponsor \_\_\_\_\_
2. Federal Employer Identification Number 

--	--

 - 

--	--	--	--	--	--	--	--

 \_\_\_\_\_
3. Street Address (PO Box not accepted) \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_
4. E-mail Address \_\_\_\_\_
5. Telephone & Facsimile Numbers 

(    )	-
Telephone	

(    )	-
Facsimile	

 \_\_\_\_\_
6. Type of Institution  
☐ Proprietary School  
☐ Real Estate or Real Estate Appraisal Organization
7. Course title \_\_\_\_\_
8. Type of Course (please check one) ☐ Online Course  
☐ Classroom Course
9. Is this an Advanced Level Appraisal Course? ☐ Yes ☐ No
10. Is this an AQB Approved Course? ☐ Yes ☐ No If yes, please attach the AQB Approval letter.
11. Full Name of Course Instructor \_\_\_\_\_  
**All pre-licensing courses must be taught by an instructor certified by the Virginia Real Estate Appraisers Board. All 15-hour USPAP courses must be taught by an AQB certified instructor.**
12. Individual responsible for course administration \_\_\_\_\_
13. Grading information (state minimum requirements and provide sample examination) \_\_\_\_\_
14. Attendance policy (Must be 100%) \_\_\_\_\_
15. Course prerequisites (if any) \_\_\_\_\_

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	LICENSE NUMBER	ISSUE DATE
				4 0 0 3	

16. Course length  
Number of meetings \_\_\_\_\_  
Hours per meeting \_\_\_\_\_  
Meetings per week \_\_\_\_\_  
Total hours \_\_\_\_\_

17. Scheduling information (check **one**)  
Quarter ☐  
Semester ☐  
Other ☐ \_\_\_\_\_

18. Promotion \* \_\_\_\_\_

**\* If advertising is used, please submit copies of advertisements and brochures.**

19. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application.

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please attach the following course documentation:

- a comprehensive course outline
- a course syllabus
- a list of books, pamphlets and materials to be used by the instructor and students